N-FOCUS Major Release Children and Family Services July 11, 2010

A Major Release of the N-FOCUS system is being implemented on July 11, 2010. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Foster Care Review Board: N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.

Child and Family Services: N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.

Expert System: All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, FSP, CC, FW, IL, MED, and Retro MED should read this section.

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General Interest and Mainframe Topics

Tie Application (New)

Effective with this release, staff will now have the ability to tie paper applications in addition to electronic applications. Staff will also be able to tie multiple program cases to one application in the mainframe and in the Expert System, Case Actions, for both new and reopened cases and in the Review/Recertification task. The following highlights these changes.

The following steps address how to Tie Paper Applications in the Mainframe. Steps outlining how to Tie Paper Application in the Expert System are shown in the Expert System section of these release notes.

Tie Paper Application (New)

The Tie Program to Application pop up question has changed to include both Electronic and Paper Application options.

When Paper Application is selected, the Tie Paper Application to Program Case window will display. Complete the following steps:

1. Select the appropriate Form Type.
2. Select the Applicant
3. Select the Program Case(s)

   Multi selecting Program Case is available provided the following criteria are met:
   - Application Received dates are the same and;
   - Application Reason is the same

- Applicant is the same

Note – Tie all applicable program cases, regardless of reason, prior to saving and closing this window.

4. Click Tie
   The Tie Application to Program Case Reason pop up will display.
5. Select the Application Reason
6. Enter the Application Received Date.
   - If Initial and Recertification Paper Applications – Application Received Date will default to the most recently recorded.
   - If Review and Duplicate Applications – Enter the Application Received Date

     Note – The date automatically entered for a Paper Application Recertification may not be accurate. If the application was pended before it was tied, the date will be accurate. If the application is tied before it is pended, the date will not be accurate and can be updated.
7. Click OK
   The Tied Program Case(s) information moves to the Application Tied to Program Case(s) section at the bottom of the window.

8. Repeat these steps to tie another program case to the same application if there is a different application "Reason".

   Example:

   EA-117 Application for assistance indicates the client is applying for ADC, CC and SNAP. The ADC and CC cases are due to be reviewed; the SNAP case is due for recertification. The EA-117 is first tied to the ADC and CC cases with the reason of 'Review'. The EA-117 is then tied to the SNAP case with the reason 'Recertification'.

   Note – Tie all applicable program cases, regardless of reason prior to saving and closing this window.

9. Click Save and Close

Viewing Paper Applications Online (New)

The Document Imaging icon has been added to the following windows:

- Tie Paper Application to Program Case window
- Summary of Applications tied to Program Cases
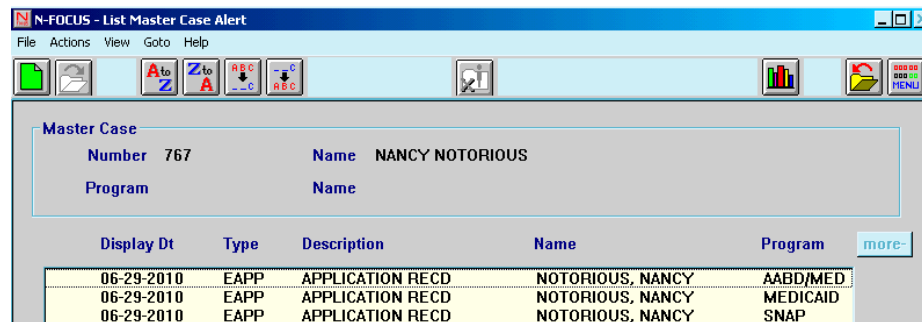
Tie Electronic Application (Change)

You will now be able to multi select programs to be tied to an electronic application. Multi-selecting Program Case is available provided the following criteria are met:

- E-Application Received date is the same and;
- E-Application Reason is the same

Electronic Tie Application Alert 331 (Tip)

When multiple program cases are selected to tie to an Electronic Application, Alert 331 will be created for each Program. Example: If there is an ADC, CC and SNAP program case and all three are tied to the same application, three alerts will be created. This will not happen when tying a Paper Application as no alerts will be created for paper applications. This is scheduled to be fixed with the November release.

Help Icon (New)

With the July release, you will begin to see a new Help icon added to the toolbar. This icon will be added as changes are made to the windows. When you click this icon, you will be taken to the N-FOCUS Help Systems Contents page.

Policy Logs in Help (New)

Policy Logs will now be accessible through the Help Contents page.

Note: The following message will display the first time each of the Policy Logs on the Help Contents page is open. Click Run to continue. If you click Cancel, you will continue to receive this message.

Search Office Position Window (Change)

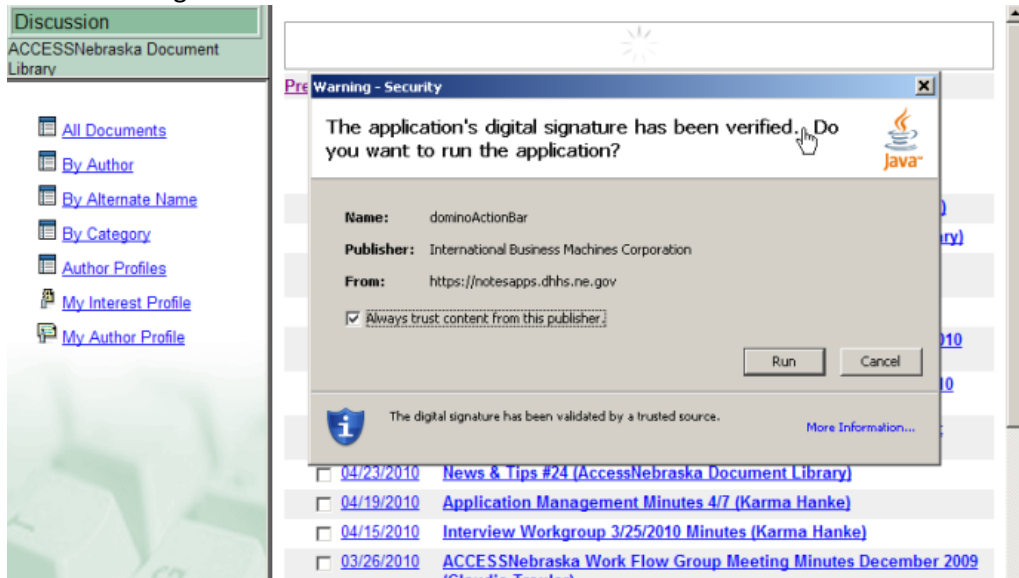Changes have been made to the Search Office Position window in anticipation of Universal Caseload work. Fields have been rearranged and new fields for Universal Caseload searches have been added. As Office Positions are updated with Function, Service Delivery Group and Expertise information, searches will be available by Office or statewide to find Positions that have been updated with Universal Caseload designations. More information about this functionality and searches will be included in training. Position searches will now only return active positions by default. Inactive positions can be included by checking the Include Inactive Positions checkbox.

New Fields (Change)

The following fields have been added to the Search Office Position window.

- Function
- Service Delivery Group
- Expertise

These new options can be used to narrow the search to include staff assigned to specific caseloads based on these new fields.
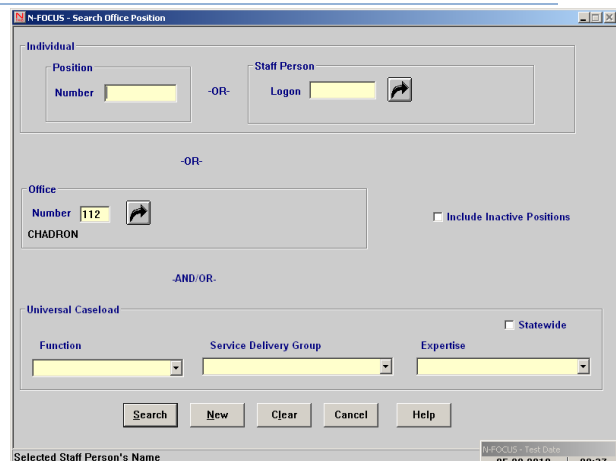
Office Position Number (Change)

The Office Position Number will change to be a randomly selected number determined by N-FOCUS. A conversion will be done of the existing Office Position Numbers. During the conversion process, some Office Position Numbers may not actually change from their current number while others will.

It is recommended that when searching for your Position; use the Staff Person Logon ID instead of the Position Number.

List Office Position Window (Change)

Changes have been made to the List Office Position in anticipation of Universal Caseload work. The Office and Universal Caseload search criteria will display at the top of the window. Universal Caseload Functions, Service Delivery Groups and Expertise have been added as columns on the list. The columns have been reordered as follows:

Class, Last Name, First Name, Function, Service Delivery Group, Expertise, Status, Office and Position Number.
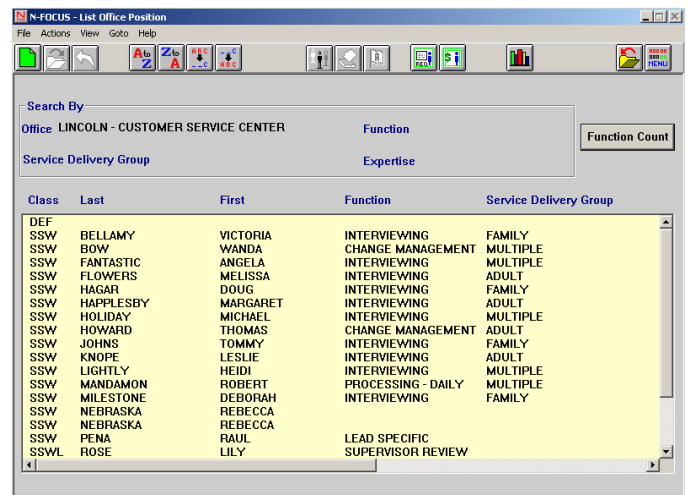
Supervisor and Lead Worker Security (New)

Supervisors and Lead Workers will have the security to update the Function of groups of workers at the same time by completing the following steps.

IMPORTANT – Supervisors and Lead Workers should not enter any Function, Service Delivery or Expertise information until further direction is received from Central Office.
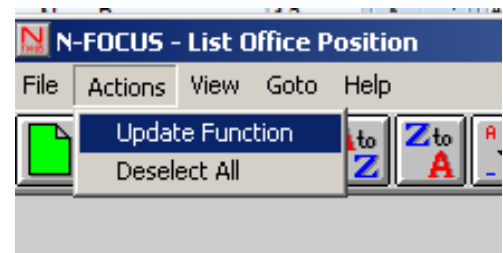
1. Highlight the Position(s) line.
   One or multiple positions may be selected.
2. Select Actions>Update Function.
   The Update Function window will display.
3. Highlight the appropriate Function.
4. Click OK.
   The function group of the selected positions will be updated.

Note – Initial entry of Function and Specialization information should be handled through the Detail Office Position window.
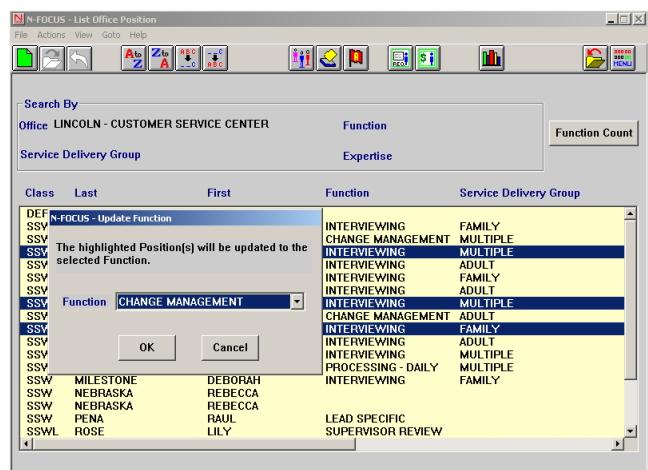
Updating the Function from the List window will only be available, in most cases, when at least one Service Delivery Group was previously entered.

Function Count Button (New)

The Function Count Button will provide counts of which positions have Universal Caseload information added.

Detail Office Position Window (Change)

Function and Specialization (New)

The Detail Office Position window has a new Function field and Specialization button. The Function and field Specialization button has been added in preparation for the Universal Caseload changes that will take place in November. Only Supervisors and Lead Workers will have the ability to enter Function and Specialization information for a Position, however, all staff will have the ability to view the information.

The options available for the Function field include the following:

- Change Management
- Interviewing
- Lead Specific
- Processing Initial
- Processing Daily
- Processing Ready
- Supervisor Review

Once a Function has been selected, click the Specialization button to add the Specialization. Specialization includes specific Service Delivery Group and Expertise.

Detail Office

Universal Caseload Office Function (New)

A new Office Function of Universal Caseload has been added. This Function will be added to Offices that have transitioned to Universal Caseloads to assist N-FOCUS functionality in determining whether a case is a Universal or Assigned case.

Type Field (Change)

Customer Service Center and Document Imaging Center have been added to the list of options available in the Detail Office Type field.

New Closure Reasons (New)

In order to have the ability to scan documents for cases that are not yet on N-FOCUS (Spousal Impoverishment Assessments which have not yet filed a Medicaid application and Low Income Energy Assistance applications) a MED Program will need to be added for Spousal Impoverishment Assessments and an EA Program will need to be added for LIEAP. The following closure reasons have been added to track that these programs were added only for the purpose of having a document scanned.

- **Spousal Impoverishment Assessment**– this reason was added so the Assessment can be documented and available when the Medicaid application is later filed. The same Medicaid program case can be reopened when the client files the application.
- **Low Income Energy Assistance** – this reason was added to the EA Program so energy assistance applications can be scanned and available to be viewed through N-FOCUS.

Document Imaging

Viewing Scanned Paper Applications (New)

The Document Image icon is now available on the Summary of Applications Tied to Program Case window and on the Applications Tied to Program Case windows. This will allow you to view scanned images of paper applications.

Expert System Access to Scanned Documents (New)

The Document Image icon is now available from the Expert System Navigator window. Accessing scanned documents from the Navigator will allow you to view images while processing in Expert System.

ACCESSNebraska Document Imaging Index Listing (Change)

The most recent version of the ACCESSNebraska Document Imaging Indexing listing will be posted to N-FOCUS Help with the July 2010 release.

Document Imaging (Tips)

Screen Resolution - If your screen resolution is set at 800 x 600, the Document List Window will always open in the background. You will need to use your Task Bar to bring the window forward. Having your resolution set at 600 x 800 has been known to cause additional problems with N-FOCUS. It is recommended that monitor resolution always be set at the default 1024 x 768.

Dual Monitors - Move the List Image window to your second screen while working in N-FOCUS. This will allow you to continue viewing images while you navigate to other locations within N-FOCUS.

Printing Scanned Images – You are able to print one or multiple scanned images at a time. If you wish to print one image within several shown in the scanned document, select File>Print and then select the Page Range option and specify they image number you wish to print.

Worker Alert (Tip)

When creating a Worker Alert, if you create the Worker Alert from the Detail Master Case window, it will display on the List Position Alerts for all workers who are assigned to any case within that Master Case. If you create the Worker Alert from the Detail Program Case, it will only display to the worker assigned to that program case.

APS/CFS Specific Issues

Adoption Information Window, Adoption Finalized Date Field (Change)

The Current Adoption – Adoption Finalized Date will no longer accept a future date.

Foster Care Applications (New)

Three questions have been added to the e-app to help identify situations where the Foster Care Eligibility Worker (IMFC) needs to know of an application. The new questions are as follows:

- Are you applying for Former Ward services? This service is only available if you have recently been a State Ward, do not reside with your parents and have plans to continue your education. Someone has probably discussed this with you when you were in foster care.

- Are you applying on behalf of a child who is a Ward of Douglas County Juvenile Court?
- Is the child a ward of a state outside of Nebraska?

These questions are only asked if the person meets certain age criteria. If the question was asked, it will appear directly under the program selection. If it was answered 'yes', a Worker Alert should be created by going into the CFS, IL, etc. program case. This will create an alert to the foster care worker so they can use the application toward a review, if appropriate. If they answered the question 'yes', but there is no CFS, IL, etc. program case, then send an e-mail to Ruth Grosse.

On the existing question about whether they received assistance in another state, Adoption Payments was added to the examples. If they indicate they received Adoption Payments from another State, an e-mail should be sent to Ruth Grosse.

Tie Intake (Tip)

If an Intake is tied to an APS Program Case and subsequently the Intake is tied to the APS Investigation, the tie between the APS Program Case and the Intake is broken. Best practice is to create the tie between the APS Investigation and the Intake first and then create the tie between the APS Program Case and the Intake.

National Youth in Transition Database - NYTD – (New)

The National Youth in Transition Database (NYTD) is a new Federal Program. This program, effective October 1, 2010 requires states to report semi-annually youth that received Independent Living Services during a six month report period.
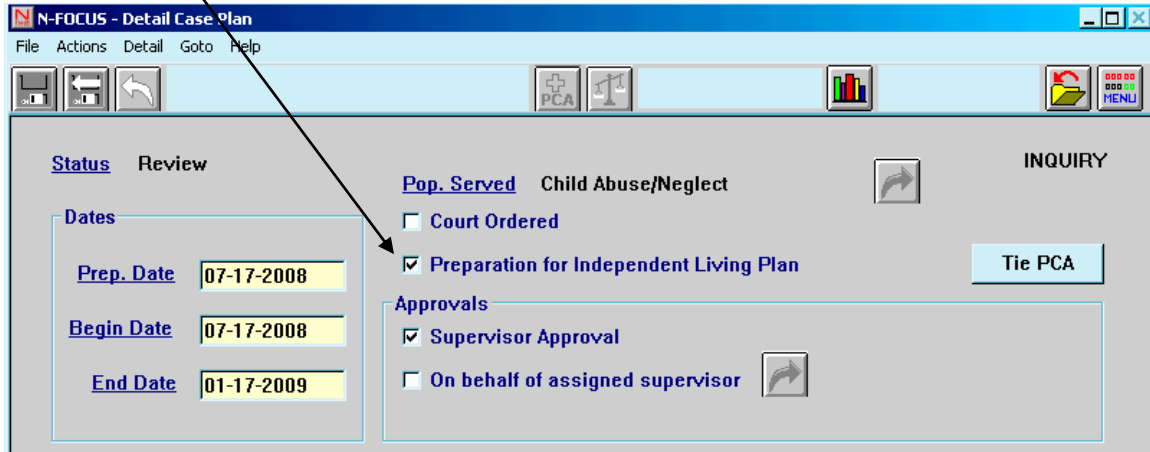
NYTD also requires that states select a cohort group of youth that turn 17 while in Foster Care every three (3) years starting with October 2010 – September 2011. Selected youth are to complete a 22-question survey while in Foster Care and those that do complete the survey are to be contacted again around their 19th and 21st Birthdays to complete the same survey.

To support this requirement the following changes are being implemented:
- N-FOCUS
  - Independent Living Plan windows
  - Windows to update status of youth required to participate in the survey
- Web
  - Survey – This will be accessible publicly for youth to answer the 22 questions after providing some identifying information (Birth Date and Last 4 of SSN).
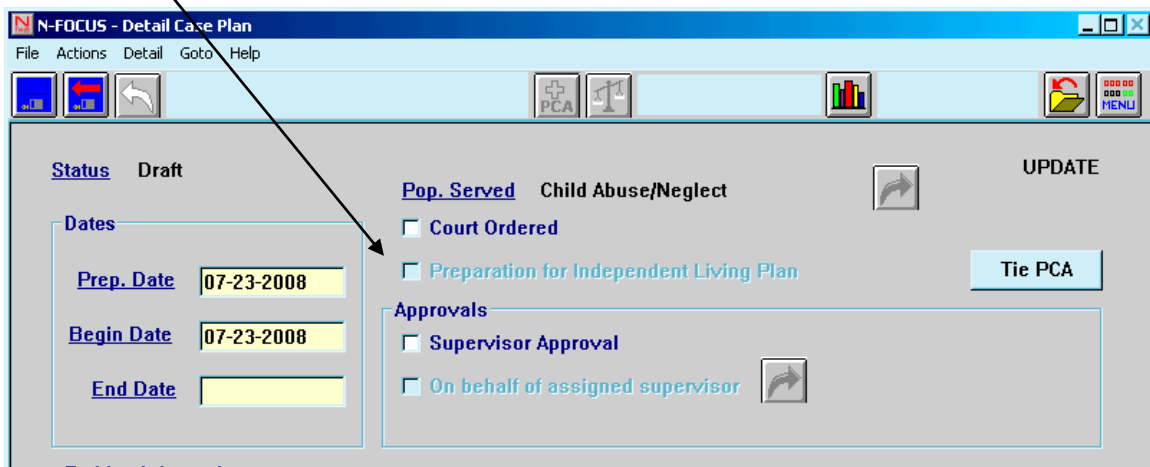
Independent Living Plan (Change)

The independent living plan is no longer going to be captured in the Case Plan. Prior to this release selecting the Preparation for Independent Living Plan checkbox shown below indicated a case plan included an independent plan for one or more youth in that plan.

Any current approved plan that had the indicator selected will have the check in the box. This is for view only and the check cannot be removed from the checkbox since these plans have already been approved.

The checkbox will be disabled for all future case plans. Although the box appears in the window no action can be taken. The screen print below shows what this will look like for current draft case plans.

The Independent Living Plan will be documented for each youth separately using the newly developed Independent Living Plan windows. The Independent Living Plans documented in the case plan are considered good until the end date of the case plan.

State wards that are 15 ½ or older are required to have an Independent Living Plan documented and approved in N-FOCUS. To assist in managing this requirement a new Alert will

be implemented with the release. This alert will run on the first day of each month with the first to run on August 1, 2010. An alert will be created for the following situations:

- State Wards that do not have an approved Independent Living Plan. The due date will be 60 days from their 15 ½ birthday or the day they were placed in state custody if this is after their 15 ½ birthday.
- State Wards older than 15 ½ and had an approved Independent Living Plan that is either end dated or going through modification. The due date will be the end date of the approved plan plus 30 days.

The alert will look something like this:

There is a requirement that the new Independent Living Plan be reviewed at least 6 months from the approval dates or since the last time the plan was reviewed. Another Alert will also be implemented to check for any current approved Independent Living Plan where the approval or last review was documented 5 months or more from the current date. That alert will look something like this:

Independent Living Plan Windows (New)

These new windows and process were designed for several reasons:

- To document a plan developed specifically for the youth.
- To support the requirements for the National Youth in Transition Database process that starts in October 2010.
- To support the need to document an Independent Plan for youth that is no longer involved with a case or case plan.
- To add the flexibility in the process that was identified during the development of these new windows.

How to Access or Create the Independent Living Plan (Change)

A new push button has been added to the Program Case Window. The push button "IL Plan" is positioned immediately above the "Program Person" push button.
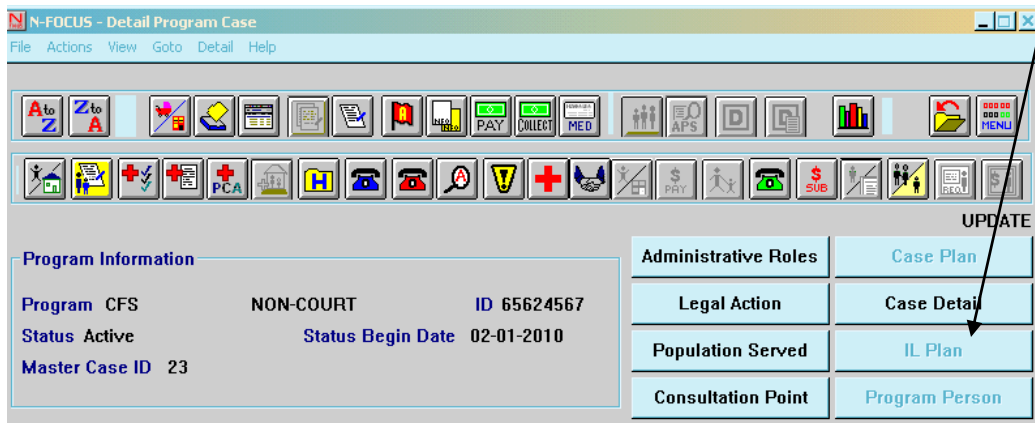
The IL Plan button becomes enabled when one of the following actions is taken:

- Highlight a person in the Program Case Person List that meets one of the following circumstance:
  - The selected person is under the age of 23 or
  - There is an existence of an Independent Living Plan for the selected person
- If the selected person is no longer active in the program case the IL Push Button may be enabled in the following circumstances
  - There is an existence of an Independent Living Plan for the selected person or
  - The selected person is under the age of 23 and they were a State Ward after their 16th Birthday
    - This was created to support the need to document Independent Living Services being provided to Former Wards that meet the criteria
- Only one person can be selected at a time. The push button will be disabled if more than one person is highlighted

When the IL Plan pushbutton is selected:

- If the selected person already has a plan the List Independent Living Plan window opens
- If the selected person does not already have a plan, the Detail Independent Living Plan window opens

List Independent Living Plan (Change)

This window was designed to show plans that have been created for the selected person. In most cases the list should only have one plan since plans can be modified. The only reasons for creating a new plan are listed

- Youth was discharged and then returned to state custody
- Previous plan was no longer viable and the assigned worker has decided to start all over
- Youth was discharged. The original plan was closed and now the youth qualifies to receive Independent Living Services.

The following actions can be taken on the List Independent Living Plan window:

- A selected Plan can be open by either double clicking the plan or highlighting the plan and selecting the open ICON or selecting File>Open.
- A new plan can be created as long as the following situation exists:
  - o All plans are end dated and in Closed Status or
  - o The current plan is in Approved Status.
    - ▪ When a new plan is created using the current approved plan, the begin date for the new plan will default to the current date

- Once the new plan is saved and created, the original plan will be end dated and changed to Closed status
- The list can be sorted or filtered on any of the field selection on the list.

Detail Independent Living Plan Window (Change)

This is the first window accessed in creating a New Independent Living Plan or to review information previously entered for a selected independent Living Plan. When initially accessing the Detail Independent Living Plan window all of the required information exists.

Once the plan has been saved and created then the plan will be assigned a number. The Plan/Goals push button and Status History push button will be enabled as well as the narrative ICON.

The youth will always appear in the Plan Participants list box in the role of "Youth".
- The youth can never be end dated or removed from the plan.
- If the plan begin date is changed then the youths begin date in the list will change to match the plan begin date.
- The plan is for and about the selected youth.

The following are the actions that can be taken on the Detail Independent Living Plan window:

- The begin date can be changed but not future dated when the plan is in draft status
- The begin date cannot be on or before the end date of a previously closed plan
- A Plan Participant can be added to the list
    o Only persons that are currently in N-FOCUS can be added

- All other persons added are placed in the role of "Participant"
- Participants can be removed or end dated
- The participants begin date cannot be changed once entered but the system will adjust the begin date if the plan begin date is changed to a date that is after the original begin date entered for a participant
- The system will remove an end dated participant if the plan begin date is changed to a date after the participants end date
- The Plan/Goals push button can be selected to do the following:
  - Open the Detail Independent Living Plan Goal window if no goals exist or
  - Open the List Independent Living Plan Goal window if at least one goal was previously created.
- The Status History push button opens the Independent Living Plan Status History dialogue box shown below and displays the dates anytime the plan was placed in a different status.

N-FOCUS – Independent Living Plan Status History					
Status	Begin Date	Begin	End Date	Update By	On Behalf Of
Draft	06-11-2010	10:25:11		DSSZ907	

OK
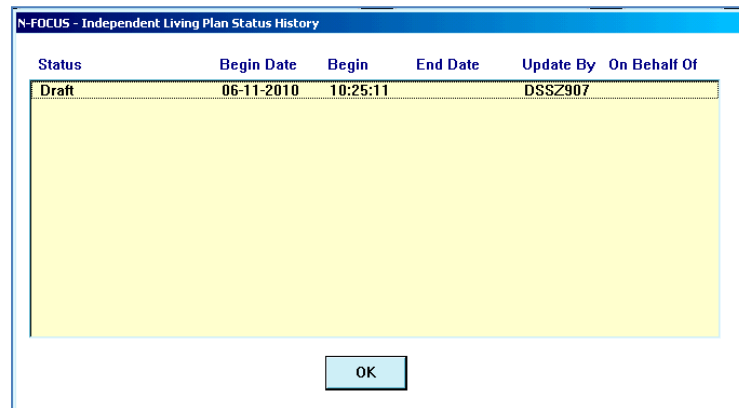
- The file drop down menu includes the ability to save, save and close, close the window or return to the main menu. These correspond to the ICONs located on the top menu bar

The following actions do not become enabled until the plan has been approved at least once:

- Provided Service Push Button – Opens the Provided Service Detail Window
- Progress Push Button – Opens the Detail progress window
- Review Push Button – Only enabled when the plan is in Approved Status. Opens the Review Dialogue Box to enter a review date.

The Actions drop down on the Detail Independent Living Plan included the following selections:

- **Update Status** – This will change the status of the plan to the next level if all of the requirements to do so exist
- **Modify Plan** – This is enabled when the plan is in Approved status. This is selected by the worker to allow them to make changes to the plan (Add new goals or change goal strategies)

- **Review Independent Living Plan** – this is selected to enter a date for when a plan has been reviewed. This is only enabled when the plan is in Approved status
- **Close Plan** – This is selected only when the worker wants to end date the plan. This should not be selected if all that needs to be done is to add new goals.
- **End Date Plan Participant** – This is enabled when a person is selected on the Plan Participant list. Youth cannot be end dated so an error message will appear if this action is selected when a youth has been highlighted
- **Remove Plan Participant** – This is enabled when a person is selected on the Plan Participant list. Youth cannot be removed so an error message will appear if this action is selected when a youth has been highlighted
- **Print Independent Living Plan** – This action can be taken at anytime. The print is not saved as a correspondence so whenever the user wants or needs a hard copy of the plan they must take this action

All plans are created in draft status and are changed to the next level by selecting Update Status in the Action drop down menu. The statuses for an Independent Living Plan are as follows:

- **Ready for Review** – The plan cannot be changed in this status. This status is set by the worker when they have determined that all goals and strategies have been entered and are requesting the supervisor to review the plan. Supervisors have the ability to change the status to the next level.
- **Revisions Required** – After the supervisor review a plan and they determine that there is a need for some changes they would place the plan in Revisions Required by making that selection in the dialogue box below. This dialogue box appears when the supervisor selects Update Status in the action drop down menu for a plan that is in Ready for Review

- **Approved** – When a supervisor reviews a plan and determines that no changes are needed then they would place the plan in Approved status by selecting approved in the dialogue box above. In the absence of the supervisor another supervisor can take this action "On behalf of" that supervisor
- **Modify** – When a worker needs to add goals or change the strategy for an existing goal the worker can place the plan in modified status by selecting "Modify Plan" in the Action drop down menu.
- **Closed** – When a worker has decided that they no longer are going to use a plan and/or want to create a new plan and not modify the current plan then they would close the plan. The current date will be set as the end date for that plan.

Independent Living Plan Goals (Change)

List Independent Living Plan Goals (Change)

The List Independent Living Plan Goals window was designed to show the goals that have been created for the selected plan. The list includes the following fields:

- **Category –** 1 of the 14 Service Categories designed for NYTD
- **Goal –** the first 25 characters for the Goal narrative
- **Status –** the status for the goal (See Plan Goal window below for details)
- **Status Date –** the day the goal was placed in the displayed status
- **Target Date –** The date selected by the worker when they created the goal
- **Goal Number –** Generated by the system (Technical Use only)

The following actions can be taken on the List Independent Living Plan Goals window:

- A selected goal can be open by either double clicking the goal or highlighting the goal and selecting the open ICON or selecting File>Open
- A new goal can be created as long as the plan is in Draft, revisions Required or Modify status:
- The list can be sorted or filtered on any of the field selection on the list.

Detail Independent Living Plan Goal (Change)

The Detail Independent Living Plan Goal window opens when one of the following occurs:

- The Plan/Goal push button is selected on the Detail Independent Living Plan window and there currently are no goals created for the selected plan or
- From the List Independent Living Plan Goals window:
  - By selecting New or New ICON if enabled
  - By highlighting a current goal and selecting Open or Open ICON or
  - Double clicking on a goal in the list

The following fields display on the Detail Independent Living Plan Goal window:

- **Name** – This is the name of the youth for whom the plan is created
- **Person Number** – System generated number for the youth
- **Plan Number** – System generated number for the plan when it was created

The following fields may be changed depending on the status of the plan and or goal:

- **Category** - This is 1 of the 14 Service Categories designed for NYTD. This can only be changed when the goal status is in Draft
- **Status** – The status will initially will be in Draft. When the Plan is approved the status will be changed to In Progress for any goal that is in Draft status. Once the status has been changed to In Progress, the worker can freely change the status from the current status to any of the following:
  - o **In Progress** – youth has not met the goal and the worker is still working with the youth to meet this goal
  - o **Met** – the set goal has been met
  - o **No Longer Needed** – the goal has not been met but the worker and youth have agreed that this goal is no longer a viable goal to prepare the youth for Independent Living
- **Status Date** - System generated; this is the date the goal was placed in the current status.
- **Target Date** - This is a date agreed to by the youth and worker and is the latest date it is expected that the goal will be marked met. This can only be changed when the goal status is in "Draft"
- **Goals** – This is a free text that is unlimited but it is highly recommended that this be brief and concise. This can only be changed when the goal status is in Draft
- **Strategy** - This is a free text that is unlimited but it is highly recommended that this be brief and concise. This can only be changed when the plan is in Draft, Modified or Revisions Required status.

Note: When the Save and Next icon is enabled and selected, the window opens with all information blank except the basic information and the category will be set to the same category that was selected in the previous view.

Independent Living Plan Progress (Change)

The Independent Living Plan Progress window opens when the Progress push button is selected from the Detail Independent Living Plan window.

The following fields display on the window:
- **Name** – This is the name of the youth who the plan is for
- **Person Number** – System generated id number for the youth
- **Status** – This is the current status of the Plan

- **Plan Number** – System generated number for the plan when it was created

The following fields function as follows:

- **Category** – This is 1 of the 14 Service Categories designed for NYTD. When the drop down is selected for this field the only categories that display are categories for goals that are not in Draft status
- **Goal List** – Once a category is selected any goal that currently is or was in the status of "In Progress" will display in this list. The following information displays:
  - **Goal** – the first 25 characters for the Goal narrative
  - **Status** – the status for the goal (See Plan Goal window below for details)
  - **Status Date** – the day the goal was placed in the displayed status
  - **Target Date** – The date selected by the worker when they created the goal
  - **Goal Number** – Generated by the system (Technical Use only)

Once one of the goals in the list is highlighted then the current narrative can be entered or updated and prior narratives can be viewed but not changed.

Progress Notes were designed for the worker to provide information about how the youth is doing in achieving the goal and document actions or steps taken to achieve the goal

- **Current Narrative** – This is the narrative entry made for the current date. Only one narrative can be entered on any one date. The narrative remains available in the current narrative text box to be changed or deleted until midnight. At the end of the day whatever is in the text box becomes a prior narrative.
- **Prior Narrative** – This is the narrative that was previously entered about the selected goal. Only one narrative can be viewed at a time but by selecting Previous the user can read notes entered on previous dates. To scroll back to more recent narratives the user would select Next

Both the Current and Prior Narrative can be viewed in a full screen by selecting the Max ICON at the right of the text box.

The narrative lengths are unlimited and can be printed when the Independent Living Plan is printed. When requesting to print the Independent Living Plan the user is given the option to include Progress notes and the date range of notes to include

Independent Living Plan Provided Services (New)

The Independent Living Plan Provided Services window opens when the Provided Service push button is selected from the Detail Independent Living Plan window.

This window was specifically designed to support the National Youth in Transition Database (NYTD) reporting. The items listed on this window match exactly with the 14 NYTD Service Categories.

Once a plan has been approved this window is available. When the window is initially opened the Month/Year field default to the current Month and Year unless the plan is end dated. If the plan is end dated the default Month/Year is the Month and Year of the end date.

The following fields display only:

- **Name** – This is the name of the youth who the plan is for
- **Person Number** – System generated id number for the youth
- **Plan Begin Date** – the date entered as the begin date when the plan was created and approved
- **Plan End Date** – if the plan was closed this is the date the plan was placed in "Closed" Status
- **Plan Number** – System generated number for the plan when it was created

Note: This information does not need to be completed for every month. The report and business are only concerned with services that were provided and marked "Yes".

To pick a different month select the drop down arrow in the Month/Year field block and all the Months and Years are listed in descending order up to the Month/Year correlating with the Plan Begin Date.

After selecting the month to indicate a service or services were provided then the user may select one or multiple services. After highlighting the services to mark as being provided the user has two choices:

- Select "Mark Yes" from the Actions drop down or
- Right click in the list box and select "Mark Yes" from the dialogue box

Once the window is saved all of the other items not marked "Yes" will be defaulted to "No". When attempting to change to a different month if any change was made on the current Month/Year selections then the user will receive a Save Confirm Message.

If the user selects Yes the entries will be saved and the remaining items will be marked No. The new Month/Year will open.

Yes can be changed to No and No can be changed to Yes at anytime. This window is always available even if the plan is closed.

The service category definitions for NYTD are very broad and can include services that are not paid for through Service Authorizations and mostly financially supported through Chaffee Grants.

Because these services, in most cases, will not have a Service Authorization the business/program are relying on the worker/contract provider to self report those services by using the Independent Living Provided Services window.

National Youth in Transition Database (NYTD) Survey

The National Youth in Transition Database (NYTD) Survey is a twenty-two (22)-question survey developed by the Administration for Children's and Family (ACF). The purpose of the survey is to help determine outcomes for youth that turned seventeen (17) while in Foster Care.

Youth are selected every three years during the Federal Fiscal Year (FFY) starting with October 2010 – September 2011 (FFY 2011). 17 year old youth are to complete the survey within 45 days of their 17th birth date and when in Foster Care. All youth that complete the survey within this time will be contacted again to take the survey around their 19th birthday and again their 21st birthday.

The survey is to be completed by the youth on a web site that is accessible from the DHHS Web Site. Any youth between the age of 16 to 23 and in N-FOCUS can complete the survey. The first page of the survey requires the youth to enter their name, birth date and last 4 of their SSN. The last 4 of the SSN and birth date will be used to verify that the youth was once served by the State.

If the Date of Birth and last 4 of the SSN matches a person in N-FOCUS and the Date of Birth indicates that this person is between 16 and 23 years of age on the current date then they will be taken to the survey page after clicking Continue

Once the youth completes the survey and clicks the Submit button, the survey and the identification information will be used and compared to the selection list.

The National Youth in Transition Survey Selection is accessed from the CFS Program Person Information window by selecting NYTD Survey Selection from the Detail drop down.

If the youth was on the selection list, their status will be updated on the selection table based upon the submission date to Participated or Did Not Participate and reason for not participating on time.

If the person was not selected to participate in the NYTD Survey the following error message will appear after selecting NYTD Survey Selection from the Detail drop down.

Semi-Annual Report – Staff Responsibility (New)

Before the state submits the semi-annual report in May or November it is required for the state to indicate why a youth was unable to participate in or take the survey on time. To complete this; workers are expected to enter a status reason by taking the following steps.

1. Navigate to the National Youth in Transition Survey Selection window in N-FOCUS.
2. Highlight the report period for the youth where they did not participate
3. Select Actions>Update Status.
   The following dialogue box will display.

4. Select the appropriate Status Reason.
    The Status Reasons are as follows:

    *   **Youth Declined** – This status is entered by the worker when the youth has told them that they would not complete the survey. The selection record must be in Did Not Participate status.
    *   **Parent Declined** - This status is entered by the worker when the parent of the youth has told them that they do not want their child to complete the survey. The selection record must be in Did Not Participate status.
    *   **Youth Incapacitated** - This status is entered by the worker when they had determined the youth will not be able to participate because they have an illness or medical situation that prevents them from answering the questions. The selection record must be in Did Not Participate status.
    *   **Incarcerated** - This status is entered by the worker when the youth has been in prison or jail for the entire period in which they would have been able to complete the survey and this situation also prevents them from answering the questions. The selection record must be in Did Not Participate status.
    *   **Runaway/Missing** - This status is entered by the worker when the youth is unable to participate in the survey because during the report period they were in runaway status during the report period. The selection record must be in Did Not Participate status.
    *   **Unable to Locate/Invite** - This status is entered by the worker when the youth cannot be located to be invited to participate in the survey. The selection record must be in Did Not Participate status.
    *   **Death** - This status is entered by the worker when it has been verified that the youth is deceased. The selection record must be in Did Not Participate status.
    *   **Participated After the Report Period** – This status is entered by the system. When a youth completes the survey but does so after the end of the report period or after their 17th birthday plus 45 days. **THIS SELECTION SHOULD NEVER BE SELECTED BY THE WORKER.**

When a Status reason is entered on the 17 Year Old report period the 19 and 21 Year Old report period are automatically set to the status Not in Follow-up. These records do not require a status reason and attempts to

enter a status reason will result in the display this error message.
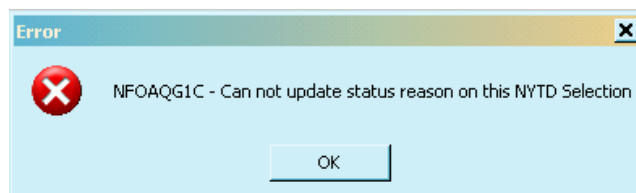
This same message will appear when attempting to enter a status reason for a youth in the status of Participated. The status of participated is set by the system when a youth submits a survey and has met the reporting criteria.

The submission of a survey by the youth will override any status reason entered by the worker. If the worker entered a reason for not participating and the youth then submits a survey on time then the status will be changed to Participated and the status reason will be removed.

The statuses for NYTD Selection are as follows:

- The following statuses require that a status reason for not participating be entered:
  - o **Did Not Participate** – this is the default status and eventually require a reason for not participating
  - o **Requires Follow-up** – This status is set for the follow-up records when the baseline Survey record (17 year-old record) is set to the status of Participated
- A status reason cannot be entered on the following statuses:
  - o **Participated** – This status is set when a youth submits a survey within the required time frame
  - o **Not Required Follow-up** – This status is set for the follow-up records when the Baseline Survey Record (17 year-old record) is set to Did Not Participate with a status reason

Readiness Checklist (New)

Policy has requested the integration of the Readiness Checklist that was originally documented outside of N-FOCUS. The checklist is a list of documents and information that may be provided to a youth prior to or near their date of discharge from state custody. The checklist is related to a specific youth and not to a case. The checklist is very flexible in that information can be changed freely and only the most current information is saved in N-FOCUS.

The Readiness Checklist is accessed from the CFS Program Person Information window by selecting Detail>Readiness Checklist.

The Readiness Checklist window will open to update or add one or more of the 29 items on the list as a document provided to a youth prior to their discharge from the state custody.

The following information appears in the Program Case Person Group Box:

- Name – this is the name of the youth for whom the list is being created
- Number – this is the system generated id for the youth

To add an item or items to the upper list box the following steps are to be taken:

1. Select one or many of the items in the item list (Lower list box),
2. Enter a date when the item(s) were or will be provided.
   - The date can be future dated in preparation for a scheduled meeting.
   - Once a date is entered, the add push button is enabled.
3. Select the Add push button and all of the selected items are added to the upper list box
   - Date Provided will be the date entered when adding the item.
   - Item will be the description of the item selected.
   - Last Updated By will display the LOGON ID of the person that added the item to the list.

If one of the items selected to be added to the provided list (Top Box) was previously added then the following message will appear.

All new items will be added and the previously added item will remain in the list unchanged.

Changing A Date For A Selected Item (New)

To change the date when an item was or will be provided, follow these steps:

1. Select the item to be updated.
   Only one item can be selected at a time.
2. Select the Update push button.
   The Readiness Checklist – Update Item dialogue box will open.
3. Change the date.
4. Click OK.
   The date will change for the selected item in the list.
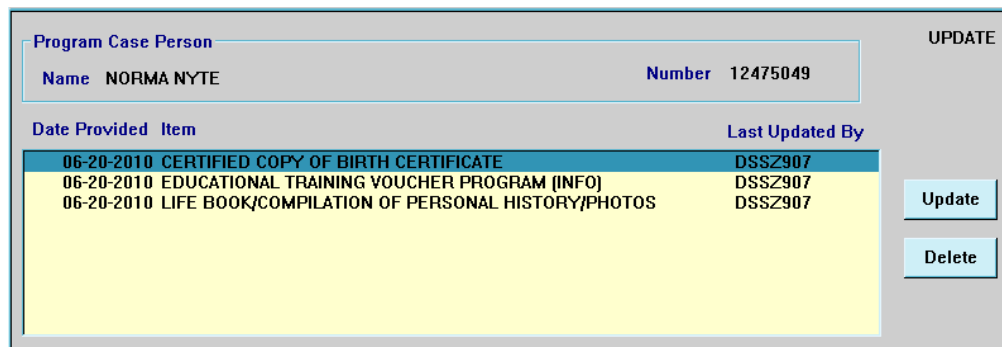

Removing an Item from the List (New)

To remove an item from the provided list box (Upper Box) follow these steps:

1. Select the item to be removed.
   Only one item can be selected at a time.

2. Click the Delete push button.
   The Readiness Checklist – Delete Item Confirmation dialogue box for the selected item will open.
3. After confirming this is the correct item select OK.
   If OK is selected then the item will no longer appear in the provided item list box (Upper List Box).

Signed Copy of Readiness Checklist Option (New)

One of the available selections from the Readiness Checklist is the Signed Copy of Readiness Checklist. The date applied to this item will also appear on the signature lines for the youth and the worker to sign.

The Readiness Checklist can be printed from the CFS Program Case or the Independent Living Program Case. This checklist is saved as a correspondence in whichever program case from which it was printed.

Intake Worksheet/Law Enforcement Notice (Change)

There have been some seamless technical changes to how the Intake Worksheet and Law Enforcement Notice are created. There are no major changes to the documents except for the addition of the listing of Person of Interests on the Intake Worksheet.

Conditions of Liberty Violation Narrative (New)

Juvenile Services has requested the addition of new narratives to document when a youth violates one of their Conditions of Liberty. The narratives can be accessed from the CFS Program Person Information window by selecting the Narrative icon. The subject area Conditions of Liberty – Violations is the last selection on the list. The 13 Condition of Liberty areas are listed in the item drop down to select and write the details of the violation.

Abuse/Neglect Factor for Intakes – Child Pornography (New)

A new Abuse/Neglect Factor has been added to the selection list for Intakes called Child Pornography. This section is being added to support LB728 which the Governor has signed into legislation.

The Abuse Neglect Factor of Child Pornography should be selected in situations involving visual depictions of minor children under the age of 18 engaging in sexual acts or sexual poses in photographs, films, computer images, drawings or other means.

Contract Budget Tracker (New)

With this release, N-FOCUS will support Child Welfare and Juvenile Service Reform efforts. There are six contracts for the State Fiscal Year beginning July 1, 2010. For each of these contractors, a budget has been established and a Contract Budget Tracker (CBT) will be used to track expenditures and other financial activity against the budget. A CBT icon will be enabled for each of the six contractors as well as contractors having had a contract with DCFS for any period prior to July 1, 2010.

The CBTs are associated with only the contract owner Organizations and on each Detail Organization window for a contractor, the CBT icon is enabled to show that the Organization is or was a contractor. Security, however, is strictly limited and only those with appropriate security will be allowed access to the CBT even though the icon is enabled for everyone to indicate the organization has or has had a contract with DCFS.

The Contract Budget Tracker (CBT) icon is enabled for an owner Organization that has a current a contract with DCFS or had a contract for a previous time period.

Users without security to the CBT will not be able to open the CBT icon.

List Approved Provider Window (Change)

In addition to the CBTs, there are changes in how services are authorized for contract covered services through a CFS or IL program. Unless you create service authorizations for CFS or IL, the only change you will see is to the List Approved Provider window.

The List Approved Provider window has been changed so that when a provider has been highlighted, the Owner Name, the Owner Business As Name associated with the provider and the Provider's Business As Name are all displayed.

Detail Claim and Detail Claim Item Windows (Change)

Additions were also made to the Detail Claim and Detail Claim Item windows so that contract related claims can be easily identified.

Under Claim Type on the Detail Claim window, 'Provider/Contractor' has been added as a Claim Type.

If the Service Authorization for a claim item is indicated as a 'contractor; type, then the CBT indicator (Contract Budget Tracker) column will display a Y = Yes.

Detail Claim Item Window (Change)

If a claim item is for a CFS or IL case, Service Auth Type will display as either 'Provider' or 'Contractor' based on the type entered on the Service Authorization.

After all edits have cleared for a claim item, the system will check for a CBT to determine if there is enough money in the budget to cover the cost of the claim item.

- If no CBT is found for the dates of service, the claim item will automatically reject.
- If a CBT exists but the balance is insufficient to cover the cost of the claim item, the claim item will automatically reject.
- If the CBT balance is sufficient to cover the claim item, the claim item will pay and the payment will reduce the CBT balance by the amount of the payment.

Expert System

Expert System Access to Scanned Documents (New)

The Document Image icon is now available from the Expert System Navigator window. Accessing scanned documents from the Navigator will allow you to view images while processing in Expert System.

Update Funding Details (Change)

The following changes have been made to the Funding Detail window:

- The Petition or Court Action Date field name has been changed to be called the **Petition Date**
- A new **Contrary to the Welfare/Best Interest Date** field has been added.
  - o This field is MANDATORY only for the current episode period
  - o Enter the date of the first court that either the court order had

the Contrary to the Welfare or Best Interest language or the court order did not have the necessary language.

- A new **Reasonable Efforts Finding Date** field has been added.
    - o This field is MANDATORY only for the current episode period
    - o Enter the date of the court order that had the Reasonable Efforts language or the finding was not found
    - o Part B specific to Reasonable Efforts
        - ▪ You will no longer be able to enter Yes for both Reasonable Effort questions

Multiple Children Need Funding Detail Processing (Change)

Because of problems that have occurred when multiple children need eligibility, the "NEXT" button has been removed. A future "FIX" has been created to review and make appropriate changes.

CFS Budgeting IV-E Eligibility (Change)

Previously the determination of eligibility was based upon the Minority/Majority of the month.

Example - If the child was Non-IV-E for the majority of the month than whole month's eligibility would be Child Welfare (Non IV-E).

This will no longer apply. When all elements are satisfied for IV-E, the last date related to Court Details in the Funding Detail window is the month in which the youth will show as being IV-E. When CFS budgets are run and determination from data entered in Funding Detail shows that the child is determined to meet all Title IV-E requirements for one day, the child's eligibility will show for the whole month.

The Dates of Contrary to Welfare/Best Interest and Reasonable Efforts are specific per child and eligibility is based upon last date when all elements have been satisfied.

Example – The child passes for AFDC and Deprivation in funding detail, with Contrary to Welfare in month of 5-2010 but Reasonable Effort are not found until 6-20-2010. In this situation, the child will be IV-E eligible beginning 6-1-2010 but not for the month of May 2010 because last date to satisfy all eligibility requirements was 6-20-2010.

Verification Types (Changed)

The following pieces of identification will be considered Valid for both Identity and Citizenship in the Expert System and on Verification Tracking Requests:

- Census Records (Federal, State)
- Indian Census
- American Indian Card
- Texas Kickapoo ID Card
- Native American Tribal Document
- Certificate of Degree of Indian Blood

Case Closure and Household Status (Tip)

When a case is closed because a household moved out of the state (or for some other reason), it is not necessary to change the Household Status to make all members Out of Household.